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Approved For Release 2004/05/05 : CIA-RDP55-00110A000100050026-2  
EVALUATION OF EMPLOYEE SUGGESTION Security Information Suggestion No. 407

To: Executive Secretary, Incentive  
Awards Committee

From: Director of Training

Document No. 17  
NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 130278

**ACTION RECOMMENDED**

x Other, (please specify in section  
below).

**REASONS FOR RECOMMENDATION**

1. Suggestion No. 407, at least in the precise form given, would not be practicable for the following reasons:

a. It would require too great a staff to assign and check on the reading and to conduct and evaluate problems or examinations.

b. Too many students would have reason, or at least plausible excuses, for not doing the assigned reading before they came on board.

c. Testing of the reading would contribute less to our knowledge of a candidate's suitability, in addition to other procedures already in effect, than would justify the necessary manpower commitment.

2. Nevertheless, the suggestion that candidates for employment do useful reading during their wait for security clearance has considerable merit. The reading would not only be valuable in itself but would allow the candidate to feel that he is contributing to his future usefulness even before entering on duty and would tend to take his mind off the length of the waiting period. I, therefore, recommend that the suggestion be revised as follows:

As part of the routine correspondence with applicants before their admittance, a suggested reading list should be forwarded with an explanation that mastering it would increase the applicant's usefulness to CIA by rounding out his general understanding of world problems and, incidentally, help him to fill the time gap caused by the unavoidable delay in processing his application. The reading list described in Paragraph 3 of Suggestion 407 is satisfactory but would, of course, have to include specific titles.

Such a program would be extremely simple to administer since it would consist of scarcely more than adding a single mimeographed sheet to routine correspondence. It would not save any money but, on the other hand, it would not cost much and would have real value in knowledge gained and in increased morale. I, therefore, suggest that the author of Suggestion 407 be given a small award.

DATE

SIGNATURE OF EVALUATING OFFICIAL

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Security Information

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Description of Suggestion

Suggestion No. 407

1. To combat Communism effectively, an individual must have a clear and definite appraisal of the problem facing him--the Enemy. He must have background knowledge of the history of the Soviets, as well as the history, policies and organization of the Communist Party. This should be combined with a clear picture of the doctrines and beliefs which we in the West agree are the foundations of our ideals of democracy and freedom.

Without this knowledge an officer's effectiveness is limited and his present and future value to the agency is diminished. This background knowledge should be a pre-requisite to any assignment. A familiarity with HOW this agency operates is not as important as a clear understanding of the nature of the enemy and why he must be defeated.

2. It is recommended that

- A. After a definite recruitment has been made, the individual who is to join this agency be given immediately a program for a 3-month indoctrination course (this should be obligatory for all personnel destined for work in operations.) The above-mentioned individual would be provided with a course of selected reading during the period of his clearance and the first weeks of coming on duty. An assigned problem would be drawn up, designed to measure the individual's ability to relate reading material (and research) to a given situation.

3. The reading list should include:

The History of Russia; the History of the Communist Party of the Soviet Union; a comparative study of Fascism, Nazism and Communism; a comparative study of Capitalism, Socialism and Communism; a comparative study of Western philosophy and Marx-Engels materialism.

4. The present courses, as set up under the Training Program, should follow as the individual is given the time to avail himself of this opportunity.

5. This suggested program should help to

- A. Pin-point the type of background necessary for certain criteria of agency personnel,
- B. Eliminate unsuitable personnel in the early stages,
- C. Consequently, effect savings in planning, time and money.

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